

Staff Meeting with Corporate Traveller
Working with a Travel Agent for the Nationals 2023
Via Zoom
November 18, 2022

Skills BC (SCBC) Staff Present: Elaine, Jamie, Michelle, Mona

Corporate Travel (CT): Nadine Goodard (Senior person on the call) Tammy, Michael Beaucage, Chris Shellard.

Convention Code

Can utilize convention rates that means the travellers are going to the same location but originating from different locations. Great flexibility and support for the traveller.

Flights for Nationals 2023

Provincials are held on April 19, 2023. SCBC doesn't know who the travellers will be so SCBC folks can book flights until end of April, early May 2023.

If CT knows how many people will be going, they can book the individuals on flights and can secure the discounts. No money needed up front. Best fare available on the day. Flex Fares or above.

CT would provide a phone number so competitors and delegates will speak with a CT agent to directly book themselves for a flight.

Comment by Jamie

I've booked 30 or 40 using the Air Canada corporate traveller service. They want a deposit but in this scenario a deposit is required.

Incorporating the Travel Subsidy for SCBC

- If Skills BC is covering a travel subsidy CT has the ability to make split payments.
- Split payment is only available if booked directly through the agent and not on the online platform.
- So, for board and staff travel, they would go online to book the travel.
- But, recommended for the competitors and delegates to call the agents and book their travel.
- If SCBC has credit terms, they are okay doing the credit for SCBC.

What Does Skills BC get for its partnership with CT?

1. Free airline tickets? Utilize group size will work in your favour.
 - Hotels are already in place but could normally have the hotels booked through them which would provide discounts and/or free flights.
 - Basically, the benefit is working with CT they have support 24/7 employees who can look into the flights if there are any problems or changes.
 - They would get a discount through Air Canada on best available fair if they book over Flex and if they use Corporate Code.
 - They can book through either Air Canada and West Jet depending on where the person is flying out of.
 - 10% off the Flex Fair for competitors, delegates, and
 - Free flights? If you booked a group all leaving from the same place, there are pre-pays in place. Usually, a free ticket for every 20 flights sold. But given that we aren't flying everyone out of the same area location.
 - If they can determine if there is a large group flying out of YVR CT could determine a group travel special where 1 flight would be free for every 20 tickets sold.

2. **Able to offer travel discounts to its competitors and/or delegates?**
 - Yes, 10% per flight if they book at Flex or above.

Mona

- Online reporting system will allow Mona to go into the backend to get the
- Melan-Demo – software demo that shows what the reporting is like.
- Mona will need to be an online call to show how the system works.

Comment

- Looking at averages, group flights are also always cheaper.
- The group rates are averaged over the cost of high and low-cost flights.
- But with the 10% convention rate you can do better with booking individual.
- Working in the way CT wants to arrange this, there isn't any money up front, there aren't any shortcomings if people cancel but SCBC has already paid for a group to travel.

Provincials 2023

- Jamie will work through the old spreadsheets to see if CT could help with the travel for Provincial 2023 competitors coming into Abbotsford. TBD.

Next Steps

- Jamie will review previous Provincial travellers to gain a ballpark for CT assistance with Provincial 2023 competitor flights.
- Set up a zoom call to do training on how to work the Melan demonstration.
- CT will send documents to SCBC to sign.
- \$750 activation fee – after Dec 1 – implementation fee goes up after December 1.
- Michelle wants Michael to send this information to her and asked about having some of these fees waived.
- Mona can ask April if any of these fees are recoupable through ESDC.